

**BY ORDER OF THE COMMANDER  
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 36-2802**

**8 SEPTEMBER 2014**

***Personnel***



**GRAND FORKS AFB OUTSTANDING  
PERSONNEL RECOGNITION AND  
AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Air Force Awards and Decorations Program*, and AFI 36-2805, *Special Trophies and Awards* for the 319th Air Base Wing Quarterly/Annual Awards Program for outstanding active duty Airmen, Noncommissioned Officers, Senior Noncommissioned Officers, Honor Guard, First Sergeants, Company Grade Officers, appropriated Fund civilian employees, and spouses. It specifies responsibilities and nomination/selection procedures. Read in conjunction with AFI 36-1001, *Managing the Civilian Performance Program*, AFI 36-1004, *Managing the Civilian Recognition Program*, and AFD 36-10, *Civilian Performance and Recognition*. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857, System of Records Notice F900 AF MP A, *Awards and Decorations*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: incorporating Grand Forks Air Force Base Volunteer and Wing Inspector awards into the base awards program and modifying the Unit of the Quarter.

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## **1. Program Overview.**

### **1.1. Award Categories.**

1.1.1. 319 ABW/Team Grand Forks (TGF) Airman of the Quarter/Year: Airmen in the grades of E-1 through E-4.

1.1.2. 319 ABW/TGF Noncommissioned Officer of the Quarter/Year: Airmen in the grades of E-5 through E-6.

1.1.3. 319 ABW/TGF Senior Noncommissioned Officer of the Quarter/Year: Airmen in the grades of E-7 through E-9.

1.1.4. 319 ABW/TGF Company Grade Officer of the Quarter/Year: Airmen in the grades of O-1 through O-3.

1.1.5. 319 ABW/TGF Honor Guard Member of the Quarter/Year: Member of the Honor Guard.

1.1.6. 319 ABW/TGF First Sergeant of the Year: Airmen who possess the 8F000 AFSC.

1.1.7. 319 ABW/TGF Outstanding Civilian of the Quarter/Year: Appropriated Fund employees. Award Categories: This program includes three individual award categories. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

1.1.7.1. Category 1: (Civilian Program Specialist) Category I includes all employees in grades GS-01 through 08 or WG-/WL-01 through 08.

1.1.7.2. Category 2: (Civilian Program Manager) Category II includes all employees in grades GS-09 through GS-12, WG-/WL-09 and above or WS-01 through 12.

1.1.7.3. Category 3: (Civilian Senior Program Manager) Category III includes all employees in grades GS-13 and above or WS-13 and above.

1.1.8. 319 ABW Nonappropriated Fund Employee of the Quarter/Year: Nonappropriated Fund Employee Award Categories: This program includes two individual award categories. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

1.1.8.1. Category 1: Employee (Non-Supervisory)

1.1.8.2. Category 2: Supervisor (Supervisory)

1.1.9. 319 ABW Wing Inspector of the Quarter: One Wing Inspect Team (WIT) member is recognized a quarter for their contributions to the 319 ABW WIT. The 319 ABW IG office will nominate those that have set themselves apart in the WIT and select the winner for the award.

1.1.10. TGF Dorm Room of the Quarter: One dorm resident is recognized a quarter for cleanliness and neatness that exceeds standards. The First Sergeants may nominate one room per dorm to compete at the Wing Level. The Wing Commander or designee and the Command Chief or designee will select the award recipient.

1.1.11. ABW/TGF Spouse of the Quarter/Year: One Spouse is recognized for significant contributions to the base/community, leadership or other accomplishments, and personal self-improvement.

1.1.12. Military Volunteer of the Quarter/Year: Awarded to an active duty member assigned to Grand Forks AFB for outstanding volunteer service.

1.1.13. Nonmilitary Volunteer of the Quarter/Year: Awarded to federal civilians, family members, military retirees, and federal retirees assigned or whose sponsor is assigned to Grand Forks AFB for outstanding volunteer service.

1.1.14. Volunteer Excellence Award (VEA): The VEA is established to recognize federal civilians, family members, and military federal retirees (active duty members are not eligible) who perform outstanding volunteer community service of a sustained, direct, and consequential nature. This award is intended to recognize exceptional long-term community support, not a single act or achievement. There will be no more than three awards per year of this category.

1.1.15. Unit of the Quarter/Year Award: One squadron is recognized for being the best in the quarter/year based on criteria set forth by the 319 ABW CCC.

## **1.2. Organizations.**

1.2.1. 319 ABW Organizations: Each 319 ABW Group and the Wing Staff Agency may submit one nominee per award category to compete for the 319 ABW Quarterly/Annual awards. The winner of the 319 ABW award will go on to compete for the Team Grand Forks Quarterly/Annual awards in their respective category.

1.2.2. Tenant units may submit one nominee per award category to compete for the Team Grand Forks Quarterly/Annual awards.

## **1.3. Eligibility Requirements.**

### **1.3.1. Military:**

1.3.1.1. Must be an active duty member assigned to the 319 ABW to compete for 319 ABW and Team Grand Forks Quarterly/Annual awards. Airmen deployed for an entire award period will compete for awards at their deployed location. Airmen deployed for a portion of the award period remain eligible to compete for Grand Forks AFB awards as long as a portion of the nomination package includes home station accomplishments.

1.3.1.2. Must be an active duty member assigned to an associated tenant unit to compete for Team Grand Forks Quarterly/Annual awards.

1.3.1.3. Must not have had an active Unfavorable Information File or have received punishment pursuant to the UCMJ, such as an Article 15, during the award period or prior to the award ceremony.

1.3.1.4. Must not have scored less than 75 on the Air Force Fitness Test during the award period IAW AFI 10-248.

1.3.1.5. Enlisted:

1.3.1.5.1. Must have possessed an Air Force specialty skill level commensurate with grade, or have demonstrated outstanding performance in an approved retraining program during the award period.

1.3.1.5.2. Will be considered in the category of competition for the grade they held for the majority of the award period.

1.3.1.6. Senior Noncommissioned Officer:

1.3.1.6.1. Must have completed CCAF and SNCOA if TIG as a SNCO exceeds 1.5 years.

1.3.1.7. Company Grade Officers:

1.3.1.7.1. Majors may compete for quarterly awards as long as they held the rank of Captain for the majority of the award period.

1.3.1.8. First Sergeants:

1.3.1.8.1. Must have held the 8F000 AFSC for a minimum of 6 months during the award period to compete for the annual award. First Sergeants will not compete for quarterly awards.

1.3.2. Civilian:

1.3.2.1. Must be assigned to the 319 ABW to compete for 319 ABW and Team Grand Forks Quarterly/Annual awards.

1.3.2.2. Must be assigned to an associated tenant unit to compete for Team Grand Forks Quarterly/Annual awards.

1.3.2.3. Must not have had disciplinary action(s) pending or taken during the award period.

1.3.2.4. Must have been employed for the entire period in order to be nominated for quarterly and/or annual award.

1.3.2.5. Quarterly and annual nominees must have received an acceptable performance appraisal.

1.3.3. Nonappropriated Fund Employees:

1.3.3.1. Must be assigned to the Force Support Squadron to compete for the 319 ABW Quarterly/Annual awards.

1.3.3.2. Must have a performance appraisal of Satisfactory or above and must not have had any disciplinary action(s) pending or taken during the award period.

1.3.3.3. Must have been employed for the entire period in order to be nominated for Quarterly/Annual awards.

**1.3.4. Spouse:**

1.3.4.1. Open to all spouses of 319 ABW and tenant unit personnel: Officer, Enlisted, and Department of Defense (DoD) civilians.

1.3.4.2. The nominee's spouse must be serving in the Air Force as active duty or DoD civilian. Military members and DoD civilians are not eligible for this award.

1.3.4.3. Must have been a member of the 319 ABW or an associated tenant unit for the majority of the award period to be eligible for a quarterly award and have been assigned to the 319 ABW or associated tenant unit for the period of at least six months of the award period to compete for an annual award.

**1.4. Recognition Periods.**

1.4.1. 1 January through 31 March (1st Quarter).

1.4.2. 1 April through 30 June (2nd Quarter).

1.4.3. 1 July through 30 September (3rd Quarter).

1.4.4. 1 October through 31 December (4th Quarter).

1.4.5. 1 January through 31 December (Annual).

**1.5. Recognition Boards.**

1.5.1. Recognition boards at 319 ABW level will be nomination package only unless the 319 ABW/CC or CCC directs an additional face-to-face board. Groups and squadrons are highly encouraged to have their nominees meet a board prior to competing at wing/base level.

**1.6. Awards Ceremonies.**

1.6.1. Quarterly/Annual Awards Ceremonies: A ceremony will be held to recognize all nominees and will be the occasion for announcement of the award recipients. Ceremonies will be scheduled by the 319 ABW/CCC.

**1.7. Awards Benefits.**

1.7.1. Each Quarterly/Annual winner will receive a 319 ABW or Team Grand Forks (as appropriate) Quarterly/Annual award, such as an engraved plaque or statuette.

1.7.1.1. 319 ABW Civilian employees selected as a wing quarterly or wing annual award winner may be submitted for either a cash or time-off award; based on the superior performance indicated in the award nomination. The Civilian Personnel Office will coordinate with employee's appropriate management official to determine what award will be processed and assist with the necessary paperwork. Quarterly award winners have the option of selecting a \$100 Notable Achievement Award or a one-day Time-Off Award. Annual award winners have the option of selecting a \$200 Notable Achievement Award or a two-day Time-Off Award. Time-Off Awards for civilians must conform to the limitations set forth in AFI 36-1004.

1.7.1.2. 319 ABW Nonappropriated Fund (NAF) employees selected as wing quarterly or wing annual award winners may receive a cash award based on the superior performance indicated in the award nomination. The NAF Human Resources Office will coordinate with employee's appropriate management official to allocate funds to winning personnel. Quarterly award winners may receive \$150 cash award and the annual award winners a \$200 cash award.

## **2. Military Awards Program.**

### **2.1. Quarterly Awards Nominations.**

2.1.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant units may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

2.1.2. Honor Guardsman of the Quarter Award recipient's name will be provided to 319 ABW/CCCE by the Honor Guard Program Manager. The Honor Guard Program Manager will develop criteria and administer the Honor Guardsman of the quarter program.

2.1.3. Nominations must include the following:

2.1.3.1. AF Form 1206 as seen in Attachment 2.

2.1.3.2. Air Force-Level Report of Individual Fitness Assessment History. This is an AF Portal product; no other product will be accepted.

2.1.3.3. SURF, this is an AF Portal product; no other product will be accepted.

2.1.4. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.

2.1.5. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

### **2.2. Annual Awards Nominations.**

2.2.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant unit may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

2.2.2. Honor Guardsman of the Year Award recipient's name will be provided to 319 ABW/CCCE by the Honor Guard Program Manager. The Honor Guard Program Manager will develop criteria and administer the Honor Guardsman of the year program.

2.2.3. All eligible First Sergeants may be nominated to the 319 ABW/CCCE no later than 1200 hours on the suspense date.

2.2.4. AMN, NCO, and SNCO nominations must include the following:

2.2.4.1. AF Form 1206 ([Attachment 3](#)).

- 2.2.4.2. One-page biography ([Attachment 4](#)).
- 2.2.4.3. Statement of Intent Letter ([Attachment 5](#)).
- 2.2.4.4. Base-Level Report of Individual Personnel (Records Review Printout). This is a MilPDS product; no other product will be accepted.
- 2.2.4.5. Air Force-Level Report of Individual Fitness Assessment History. This is an AF Portal product ;no other product will be accepted.
- 2.2.4.6. A public release statement ([Attachment 6](#)).
- 2.2.4.7. SURF, this is an AF Portal product; no other product will be accepted.
- 2.2.5. CGO category nominations must include:
  - 2.2.5.1. AF Form 1206 ([Attachment 3](#)).
  - 2.2.5.2. One-page biography ([Attachment 4](#)).
  - 2.2.5.3. Air Force-Level Report of Individual Fitness Assessment History. This is an AF Portal product; no other product will be accepted.
  - 2.2.5.4. A public release statement ([Attachment 7](#)).
  - 2.2.5.5. SURF, this is an AF Portal product; no other product will be accepted.
- 2.2.6. First Sergeant of the year category nominations must include:
  - 2.2.6.1. AF Form 1206 ([Attachment 3](#)).
  - 2.2.6.2. One-page biography ([Attachment 4](#)).
  - 2.2.6.3. Base-Level Report of Individual Personnel (Records Review Printout). This is a MilPDS product; no other product will be accepted.
  - 2.2.6.4. Air Force-Level Report of Individual Fitness Assessment History. This is an AF Portal product; no other product will be accepted.
  - 2.2.6.5. A public release statement ([Attachment 8](#)).
  - 2.2.6.6. A citation, limited to 50 – 70 key words (not including the opening and closing statements), that provides specific examples of leadership and job performance, significant self-improvement, and base or community involvement ([Attachment 9](#)).
  - 2.2.6.7. SURF, this is an AF Portal product; no other product will be accepted.
- 2.2.7. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.
- 2.2.8. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.
- 2.3. **Board Composition.** Board composition will normally have representatives from eligible units.
  - 2.3.1. **All Enlisted Boards.**



2.3.1.1. The 319 ABW/CCC or designated representative will serve as the President for 319 ABW and Team Grand Forks boards. 319 ABW/Team Grand Forks board members will normally consist of a representative from each Group, the Wing Staff Agency, and associated tenant unit. The 319 ABW/CCCE or a designated representative will serve as the recording secretary.

2.3.1.2. A board will convene to determine the best package based on the information provided to each board member. Each board member will rank each nominee using the score sheet ([Attachment 10](#)), with #1 being the best package, #2 being the second best package, etc. Each board member should consider the whole person concept and consider all information provided to them in determination of the best package. The recommended scoring scale for board members is as follows: 60% for Leadership and Job Performance in Primary Duty; 20% for Significant Self Improvement; 20% Base or Community Involvement. The President will then total the board members' rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee ([Attachment 11](#)). In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

2.3.1.3. 319 ABW Quarterly/Annual Award winning packages for each category will go forward to compete for the Team Grand Forks Quarterly/Annual Awards against tenant unit nominees.

2.3.1.4. The President signs and dates the score tally sheet(s).

### **2.3.2. Company Grade Officer (CGO) Board.**

2.3.2.1. The 319 ABW/CV or designated representative will serve as the President for 319 ABW and Team Grand Forks boards.

2.3.2.2. The board will normally be comprised of the President, the Recording Secretary, and four board members. The board will consist of Field Grade or General officers only. It may also include a recording secretary who is selected by the board President.

2.3.2.3. A board will convene to determine the best package based on the information provided to each board member. Each board member will rank each nominee using the score sheet ([Attachment 10](#)), with #1 being the best package, #2 being the second best package, etc. The President will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee ([Attachment 11](#)). In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

2.3.2.4. 319 ABW Quarterly/Annual Award winning packages for each category will go forward to compete for the Team Grand Forks Quarterly/Annual Awards against tenant unit nominees.

2.3.2.5. The President signs and dates the score tally sheet(s).

## **3. Civilian Awards Program.**

### **3.1. Quarterly Awards Nominations.**

3.1.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant unit may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

3.1.2. Submit an AF Form 1206 ([Attachment 12](#)).

3.1.3. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.

3.1.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

### **3.2. Annual Awards Nominations.**

3.2.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant unit may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

3.2.2. Submit an AF Form 1206 ([Attachment 13](#)).

3.2.3. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.

3.2.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for annual competition.

### **3.3. Civilian Incentive Awards Committee.** Makes up the boards for the Civilian Quarterly/Annual Awards Recognition Program.

3.3.1. Board Composition: In addition to the chairperson, the Civilian Incentive Awards Committee will include a maximum of five voting members typically consisting of senior civilians; include a bargaining unit person such as the Union president. 319 FSS/FSMC will select board members.

### **3.4. Selection Process.** This process is used for all civilian quarterly and annual awards recognition program boards.

3.4.1. A board will convene to determine the best package based on the information provided to each board member. Each board member will rank each nominee using the prescribed score sheet. The chairperson will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee. If ranked scores in a category show disparities or in the event of a tie, the board members will discuss the packages in question and determine the winner for that category.

3.4.2. The chairperson will sign/date the score tally sheet(s) once prepared.

3.4.3. 319 ABW Quarterly/Annual Award winning packages for each category will go forward to compete for the Team Grand Forks Quarterly/Annual Awards against tenant unit nominees.

3.4.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for Quarterly/Annual competition.

#### **4. Nonappropriated Fund (NAF) Employee Awards Program.**

##### **4.1. Quarterly Awards Nomination.**

4.1.1. 319 FSS (via the 319 MSG/CC) will submit nominations and a predetermined winner to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

4.1.2. Submit AF Form 1206 ([Attachment 12](#))

4.1.3. All nomination packages must be submitted in electronic format via SharePoint or email if SharePoint is unavailable.

4.1.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

##### **4.2. Annual Award Nomination.**

4.2.1. 319 FSS (via the 319 MSG/CC) will submit nominations and a predetermined winner to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

4.2.2. Submit AF IMT Form 1206 ([Attachment 13](#))

4.2.3. All nomination packages must be submitted in electronic format via SharePoint or email if SharePoint is unavailable.

4.2.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for annual competition.

**4.3. NAF Civilian Award Selection Committee.** Makes up the boards for the NAF Civilian Quarterly/Annual awards recognition program.

4.3.1. Board Composition: The 319 FSS/CD or designated representative will serve as the board president. The board will normally consist of the President and four board members appointed by the 319 FSS/CD. The Human Resources Officer will serve as the Executive Secretary.

**4.4. Selection Process.** This process is used for all NAF Quarterly/Annual awards recognition program boards.

4.4.1. A board will convene to determine the best package based on the information provided to each board member. Each board member will rank each nominee using the prescribed score sheet. The President will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee. If ranked scores in a category show disparities or in the event of a tie, the board members will discuss the packages in question and determine the winner for that category.

4.4.2. The President signs and dates the score tally sheet(s).

4.4.3. The ABW Quarterly/Annual award winning packages for each category will be forwarded to the 319 MSG/CC for routing to the 319 ABW/CCCE.

4.4.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for Quarterly/Annual competition.

## **5. Spouse Awards Program.**

### **5.1. Quarterly Award Nominations.**

5.1.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant unit may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

5.1.2. Submit an AF Form 1206 ([Attachment 14](#)).

5.1.3. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.

5.1.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.

### **5.2. Annual Award Nominations.**

5.2.1. Each 319 ABW Group Commander, the Wing Staff Agency, and associated tenant unit may submit one nominee per category to the 319 ABW/CCCE no later than 1200 hours on the suspense date. Refer to the 319 ABW published schedule for exact dates. Should any suspense fall on a holiday or non-duty day, the preceding duty day will be the suspense date.

5.2.2. Submit an AF Form 1206 ([Attachment 15](#)).

5.2.3. All nomination packages must be submitted in an electronic format via SharePoint or email if SharePoint is unavailable.

5.2.4. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.

### **5.3. Spouse Award Board.**

5.3.1. The 319 ABW/CV or designated representative will serve as the President of the board.

5.3.2. The board will normally be comprised of the President, the Recording Secretary, and four board members who are appointed by the 319 ABW/CV. It may also include a recording secretary who will be selected by the board President.

5.3.3. A board will convene to determine the best package based on the information provided to each board member. Each board member will rank each nominee using the score sheet depicted in Attachment 10, with #1 being the best package, #2 being the second best package, etc. The President will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee.

([Attachment 11](#)). In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

5.3.4. 319 ABW Quarterly/Annual Award winning packages for each category will go forward to compete for the Team Grand Forks Quarterly/Annual Awards against tenant unit nominees.

5.3.5. The President signs and dates the score tally sheet(s).

## **6. Team Grand Forks Dorm Room of the Quarter.**

### **6.1. Quarterly Awards Nominations.**

6.1.1. The respective First Sergeants for each dormitory will select a “Dorm Room of the Quarter” to be submitted for nomination and review by the 319 ABW/CV and 319 ABW/CCC.

6.1.2. Grading criteria will follow the checklist provided ([Attachment 16](#)) and will be conducted in a consistent manner as determined by each dormitory’s First Sergeant.

6.1.3. The name of each dormitory winners name will be submitted to a POC designated by the 319 ABW/CCC by the last Friday of each quarter (Mar/Jun/Oct/Dec).

6.1.4. The POC will compile the names and schedule a walk-thru of each nominated “Dorm Room of the Quarter” with the 319 ABW/CV and 319 ABW/CCC.

6.1.5. The winner will be selected by the 319 ABW/CV and 319 ABW/CCC. The “Dorm Room of the Quarter” recipient will receive a 1-day pass and a trophy.

## **7. Unit of the Quarter/Year Award.**

7.1. One squadron is recognized for being the best in the quarter/year based on criteria set forth by the 319 ABW/CCC.

7.2. Grading is based on positive and negative point areas, but is subject to change per the 319 ABW/CCC. Positive criteria: participation in Squadron Competition Events, participation in Intramural Sports, Airmen Against Drunk Driving shifts covered, OPR/EPR timeliness metrics, and accumulated volunteer hours within the unit. Negative criteria: unsatisfactory Physical Fitness Examinations (PFE), deployment discrepancies faulted at the unit level, and destructive behavior within the unit. Note: Destructive behaviors including behaviors that result in punitive measures that bring discredit to the unit and the United States Air Force will result in unit disqualification from the Unit of the Quarter competition.

7.3. 319 ABW/CCCE is responsible for tracking the details and finalizing the scores by the last day of each quarter (Mar/Jun/Oct/Dec).

7.4. 319 FSS/FSFR is responsible for tracking and reporting accumulative volunteer hours for the base and reporting hours to the 319 ABW/CCCE.

7.4.1. Commanders appoint in writing a primary and alternate Volunteer Resource Manager at squadron/group levels. Appointment letters must be submitted in an electronic format to 319 FSS/FSFR ([319ABW.AFRC@us.af.mil](mailto:319ABW.AFRC@us.af.mil)).

7.4.2. The Unit Volunteer Resource Manager will act as the sole point of contact for accumulative volunteer hour submissions. Submissions must be submitted utilizing

GFAFB Unit Volunteer Resource Manager Tracking sheet (Attachment 20) in electronic format to the 319 FSS/FSFR ([319ABW.AFRC@us.af.mil](mailto:319ABW.AFRC@us.af.mil)). Accumulative volunteer hours not received from the unit Volunteer Resource Manager by the deadline will not be considered for quarterly/annual competition.

7.5. The squadron with the highest accumulated points will receive a traveling trophy; have their unit name placed on the award displayed at the Fitness Center, and a cash award to use towards a squadron function.

## **8. Volunteer Recognition Program.**

8.1. **General.** Nominees are representative of a quality volunteer force. All nominees must have exhibited sincere dedication, time, and energy to the enhancement of Grand Forks Air Force Base and the local community.

8.2. **Award Categories.** Opportunity to participate in the Volunteer Program is available to all active duty military (with the exception to the Volunteer Excellence Award), federal civilians, military, and federal retirees, and family members that possess a valid Department of Defense Identification Card regardless of their agency affiliation. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force. For the purpose of these awards attending membership meetings or social events of a community service group would not normally be considered qualifying service. The nominee must perform services on a voluntary basis, not as part of a tasking, and may not result in any personal gain.

8.2.1. **Military Volunteer of the Quarter.** Awarded to an active duty member assigned to Grand Forks AFB for outstanding volunteer service having volunteered a minimum of 10 hours during the award period. One award per quarter.

8.2.2. **Nonmilitary Volunteer of the Quarter.** Awarded to federal civilians, family members, military retirees, and federal retirees assigned or whose sponsor is assigned to Grand Forks AFB for outstanding volunteer service having volunteered a minimum of 10 hours during the award period. One award per quarter.

8.2.3. **Military Volunteer of the Year.** Awarded to an active duty member assigned to Grand Forks AFB for outstanding volunteer service having volunteered a minimum of 50 hours during the award period. One award per year.

8.2.4. **Nonmilitary Volunteer of the Year.** Awarded to federal civilians, family members, military retirees, and federal retirees assigned or whose sponsor is assigned to Grand Forks AFB for outstanding volunteer service having volunteered a minimum of 50 hours during the award period. One award per year.

8.2.5. **Volunteer Excellence Award (VEA).** The VEA is established to recognize federal civilians, family members, and military federal retirees (**active duty members are not eligible**) who perform outstanding volunteer community service of a sustained, direct, and consequential nature. This award is intended to recognize exceptional long-term community support, not a single act or achievement. There will be no more than three awards per year. Refer to AFI 36-3009 Attachment 3 for specific award eligibility and requirements.

## **8.3. Volunteer Award(s) Nomination Procedures.**



8.3.1. Agencies wishing to recognize their volunteers are responsible for preparing nomination packages. Winners will be recognized as part of the 319 ABW Quarterly/Annual recognition program.

8.3.2. All nomination packages must be submitted in an electronic format through their respective group to 319 FSS/FSFR (319ABW/[AFRC@us.af.mil](mailto:AFRC@us.af.mil)) no later than 1200 hours on the suspense date.

8.3.3. Nominations not prepared according to this instruction or not received by the deadline will not be considered for Quarterly/Annual competition.

**8.3.4. Military and Nonmilitary Volunteer of the Quarter.**

8.3.4.1. Provide specific volunteer accomplishments in a narrative format with no more than 10 lines on Grand Forks AFB Quarterly/Annual Volunteer Recognition Nomination ([Attachment 17](#)).

**8.3.5. Military, Nonmilitary, and Key Spouse Volunteer of the Year.**

8.3.5.1. Provide specific volunteer accomplishments in a narrative format with no more than 20 lines on Grand Forks AFB Quarterly/Annual Volunteer Recognition Nomination ([Attachment 17](#)).

**8.3.6. Volunteer Excellence Award (VEA).**

8.3.6.1. Provide specific volunteer accomplishments in a narrative format with no more than 25 lines on Grand Forks AFB Volunteer Excellence Award Nomination ([Attachment 18](#)).

**8.4. Volunteer Award Grading Criteria.** Nomination packages will be graded on Significant Volunteer Accomplishment (30%), Impact on Base and Community (30%), Scope of Responsibility (20%), and Total Hours Volunteered during the Award Period (20%). White space will not signify a lesser score.

**8.4.1. Selection Process.**

8.4.1.1. A board will convene to determine the best package based on the information provided to each board member. The Airman and Family Readiness Center Superintendent will be the selection board President. The board will consist of at least three individuals who will judge and score the packages using the prescribed score sheet. The president will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee ([Attachment 19](#)). In the event of a tie, the Board President determines the ranking of those involved in the tie, to determine the recommended selectee.

8.4.1.2. The Board President signs and dates the score tally sheet(s).

8.4.1.3. The 319 ABW Volunteer Quarterly/Annual award winning packages for each category will be forwarded to the 319 ABW/CCC.

**9. Responsibilities/Authorities.**

**9.1. 319 ABW/CCC.**

9.1.1. Manages the 319 ABW Outstanding Personnel and Recognition Awards Program on behalf of the 319 ABW/CC.

9.1.2. Oversees the quarterly and annual awards ceremonies.

9.1.3. Publishes suspense dates in January of each year. Schedule will list suspense dates for the entire calendar year.

9.1.4. Budgets for the purchase and engraving of 319 ABW awards.

9.1.5. Normally serves as the President of the SNCO and First Sergeant boards.

## **9.2. 319 ABW/CCCE.**

9.2.1. Serves as focal point for nomination package turn-in for all categories of the program.

9.2.2. Compiles/distributes nomination packages for AMN, NCO, SNCO, First Sergeant, and Civilian to 319 ABW/CCC. Compiles/distributes nomination packages for CGO, NAF, and Spouse awards to 319 ABW/CCE. Ensures packages include all necessary material.

9.2.3. Coordinates with 319 FSS/FSMC, or designee, to ensure civilian boards comply with all program requirements and suspense dates established by the 319 ABW/CCC.

9.2.4. Coordinates with 319 FSS/FSMH, or designee, to ensure NAF boards comply with all program requirements and suspense dates established by the 319 ABW/CCC.

9.2.5. Coordinates with 319 ABW/CCE, or designee, to ensure CGO and Spouse boards comply with all program requirements and suspense dates established by the 319 ABW/CCC.

9.2.6. Normally serves as recorder for all enlisted and civilian boards.

9.2.7. Coordinates enlisted and civilian board members.

9.2.8. Secures board location for all enlisted and civilian boards, and briefs board presidents on board process.

9.2.9. Establishes and maintains a historical file of all boards conducted.

## **9.3. Commanders.**

9.3.1. Establish unit recognition program to allow all eligible officer, enlisted, civilian, dependents, and spouses to take part in the 319 ABW Outstanding Personnel Recognition and Awards Program and recognize individuals at an appropriate ceremony.

9.3.2. Ensure all nomination packages are submitted on time and in the prescribed format.

9.3.3. Establish group policies and procedures for the nomination, selection, and recognition of volunteers at squadron/group level, independent of the base-level program.

9.3.4. Inform all awards and recognition nominees of base-level board procedures and selection criteria.

## **9.4. 319 ABW/CCE.**



9.4.1. Coordinates with 319 ABW/CV, or designee, to ensure officer and spouse boards comply with all program requirements and suspense dates established by the 319 ABW/CCC.

9.4.2. Secures Company Grade Officer (CGO) and Spouse board locations. Notifies 319 ABW/CV, Group Commanders, and board members of board location, time and date.

9.4.3. Provides a recording secretary as needed for the CGO and Spouse boards.

9.4.4. Receives nomination packages from 319 ABW/CCCE and compiles nomination review packages for CGO and Spouse board members. Ensures packages include nomination narrative for each nominee and a score sheet. Includes a score tally sheet in the board President's package for compilation of total scores and rank ordering.

### **9.5. Grand Forks Top 3.**

9.5.1. Plans, organizes, and administers the quarterly awards ceremonies.

### **9.6. Grand Forks First Sergeant Council.**

9.6.1. Plans, organizes, and administers the annual awards ceremony.

9.7. **319 FSS/FSMC.** 319 FSS/FSMC will be the Civilian Incentive Awards Committee Advisor and act as primary office of responsibility for the Civilian Quarterly/Annual Awards Recognition Program. The 319 ABW/CCCE serves only as a focal point for nomination package turn-in.

9.7.1. Civilian Incentive Awards Committee Advisor:

9.7.1.1. Complies with all program requirements and suspense dates established by the 319 ABW/CCC.

9.7.1.2. Reviews all nomination packages.

9.7.1.3. Secures a board location. Notifies the board members of board location, date, and time.

9.7.1.4. Compiles nomination review packages for committee members. Ensures packages include nomination narrative for each nominee and a score sheet(s). Includes a score tally sheet(s) in the committee chairperson's package for compilation of total scores and rank ordering.

9.7.1.5. Convenes the Civilian Incentive Awards Committee and selects a maximum of five Civilian Incentive Awards Committee Members.

9.7.1.6. After members complete scoring, compiles and adds all score sheets to determine rank order of all nominees.

9.7.1.7. Reviews and signs score tally sheet(s).

9.7.1.8. Files all board documentation in Civilian Personnel Office.

9.7.1.9. Submits the name of each selectee, per category, to 319 ABW/CCC.

9.7.2. Civilian Incentive Awards Committee Members:

9.7.2.1. Review and score nomination packages in each category, with #1 being the recommended selectee.

9.7.2.2. If ranked scores in a category show disparities or in the event of a tie, the board members will review the packages in question and determine the winner for that category.

9.7.2.3. Return packages and score sheet(s) to the board chairperson.

9.8. **319 FSS/FSMH.** 319 FSS/FSMH will be the NAF awards program advisor and will act as primary office of responsibility for the NAF Quarterly/Annual Awards Recognition Program. The 319 ABW/CCCE serves only as a focal point for winning package turn-in.

9.8.1. NAF Human Resource Office:

9.8.1.1. Complies with all program requirements and suspense dates established by the 319 ABW/CCC.

9.8.1.2. Reviews all nomination packages.

9.8.1.3. Secures a board location. Notifies board members of board location, date, and time.

9.8.1.4. Compiles nomination review packages for committee members. Ensures packages include nomination AF 1206 for each nominee and a score sheet(s). Includes a score tally sheet(s) in the board president's package for compilation of total scores and rank ordering.

9.8.1.5. Files all board documentation in the NAF Human Resources Office.

9.8.1.6. Submits the name of each selectee, per category, to the 319 MSG/CCE.

9.9. **319 FSS/CD.** Convenes the NAF Awards Committee and selects a maximum of four NAF awards program board members.

9.9.1. After committee members score, compile, and add all score sheets to determine rank order of all nominees.

9.9.2. Reviews and signs score sheet(s).

9.9.3. Submits scores to the 319 FSS/FSMH.

9.10. **319 FSS/FSFR (Airman and Family Readiness Center Superintendent).**

9.10.1. Manages the 319 ABW Volunteer Recognition Program on behalf of the 319 ABW/CC.

9.10.2. Collects and maintains necessary documentation and statistical data to support and verify all award nominations, winners, and reporting requirements.

9.10.3. Serves as 319 ABW Volunteer Recognition Selection Board President for the base quarterly, annual, and VEA awards.

9.10.4. Appoints three board members for each award period.

9.10.5. Coordinates board proceedings, briefs board members, computes board scores, and resolves ties.

9.11. **All Activities/Organizations Utilizing Volunteers Will:**

9.11.1. Promote and support the Volunteer Recognition Program.

9.11.2. Submit nominations for base quarterly and annual awards, as outlined in this instruction.

9.11.3. Submit nominations for recognition at squadron/group levels IAW their established procedures.

9.11.4. Inform awards and recognition nominees of board procedures and selection criteria.

#### **10. Commanders/Command Chief's Coin of Excellence.**

10.1. Awarded to military and civilian employees for an outstanding accomplishment or specific achievement that has made a significant contribution to the effectiveness and efficiency of the Air Force. These special awards:

10.1.1. May be used for "on-the-spot" recognition of personal efforts associated with an actual achievement to improve a particular program, function or mission.

10.1.2. Not intended to be used for mementos, commemorative, or personal gifts, or morale building or to recognize PCSs, retirements and similar occasions. Note: This limitation does not apply if the special awards or coins are donated by a private organization or purchased by the Wing Commander, or Wing Command Chief Master Sergeant with his or her personal funds.

10.2. Nonappropriated funds may be used to fund coins as awards for NAF employees.

10.3. 319 ABW Wing/Group/Squadron Commanders, the 319 ABW and Command Chief will establish and maintain an inventory control log when purchasing coins with appropriated funds. Inventory control logs must include the quantity of coins purchased, name and rank of each recipient, and the reason for presentation. All 319 ABW Commanders, 319 ABW and Command Chief coins purchased with appropriated funds will comply with AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 4.29.2.

PAUL E. BAUMAN, Colonel, USAF  
Commander, 319th Air Base Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-10, *Civilian Performance and Recognition*, 31 October 2000 AFPD 36-28, *Awards and Decorations Programs*, 30 July 2012

AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999

AFI 36-1004, *Managing the Civilian Recognition Program*, 03 December 2009 AFI 36-2805, *Special Trophies and Award*, 14 March 2013

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 04 November 2010

***Prescribed Forms:***

There are no forms prescribed by this publication.

***Adopted Forms:***

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**CGO**—Company Grade Officer

**DoD**—Department of Defense

**TGF**—Team Grand Forks

***Terms***

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

## Attachment 2

## MILITARY NOMINATION FOR AWARD (QUARTERLY)

Figure A2.1. Military Nomination for Award (Quarterly)

NOMINATION FOR AWARD		
AWARD Quarterly Recognition Program	CATEGORY (If Applicable) NCO	AWARD PERIOD 1 Jan - 31 Mar 11
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt John Q. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 2F0X1/Current Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 362-1234 Commercial: (701) 747-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW/CCCE, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) This section must be completed in bullet format and is limited to 13 lines (including headers).		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the Quarter, Maintenance Professional of the Year, and so forth. This category should account for at least 60 percent of the nomination justification.</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b> Show how the member developed/improved skills related to primary duties; e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree, enrolment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. This category should account for no more than 20 percent of the nomination justification.</p> <p><b>BASE OR COMMUNITY INVOLVEMENT</b> Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Network 5/6, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Air Force Association, Sunday School Teacher, and so forth. This category should account for no more than 20 percent of the nomination justification.</p> <p><b>NOTE:</b> The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		
AF IMT 1206, 20000701 V5		
PREVIOUS EDITION IS OBSOLETE		

## Attachment 3

## MILITARY NOMINATION FOR AWARD (ANNUAL)

Figure A3.1. Military Nomination for Award (Annual)

NOMINATION FOR AWARD		
AWARD Annual Recognition Program		CATEGORY (If Applicable) NCO
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt John Q. Doe		AWARD PERIOD 1 Jan - 31 Dec 11
SSN (Enter Last 4 Only) 1234		MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 2F0X1/Current Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 362-1234 Commercial: (701) 747-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW/CCCE, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) This section must be completed in bullet format and is limited to 30 lines (including headers).  <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the Quarter, Maintenance Professional of the Year, and so forth. This category should account for at least 60 percent of the nomination justification.  <b>SIGNIFICANT SELF-IMPROVEMENT</b> Show how the member developed/improved skills related to primary duties; e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree, enrollment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. This category should account for no more than 20 percent of the nomination justification.  <b>BASE OR COMMUNITY INVOLVEMENT</b> Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Network 5/6, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Air Force Association, Sunday School Teacher, and so forth. This category should account for no more than 20 percent of the nomination justification.  <b>NOTE:</b> The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.		

## Attachment 4

## AMN, NCO, SNCO, AND CGO STANDARD BIOGRAPHY FORMAT

Figure A4.1. AMN, NCO, SNCO, and CGO Standard Biography Format

<p style="text-align: center;">AIRMAN FIRST CLASS JOHN Q. DOE, JR.</p> <p style="text-align: center;">123-45-6789</p> <p style="text-align: center;">AFSC: 3A051, ADMINISTRATIVE SPECIALIST</p> <p>Airman First Class John Q. Doe, Jr., is an administrative specialist assigned to the 123d Support Group, Jones AFB, Texas. He is XX years old.</p> <p>Airman Doe was born in Lexington, Kentucky, on June 19, 19XX. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Peterson Award for spirit, dedication, and leadership, on and off the field.</p> <p>After graduation from high school in 19XX, Airman Doe was locally employed and served as a church council officer for his church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 19XX and was called to active duty in 19XX.</p> <p>Upon completion of Basic Military Training at Lackland AFB, Texas, in 19XX, Airman Doe began technical training as an administrative specialist at Keesler AFB, Mississippi, where he was an honor graduate (December 19XX). He was then assigned to Jones AFB and began on-the-job training for his five-skill level.</p> <p>Airman Doe is married to the former Jane Q. Smith. (Include nickname or preferred name and, if active duty, rank.) He actively participates in the local church, where he serves as a youth counselor. He was selected as the 123d Support Group Outstanding Airman of the Quarter and subsequently for 19XX. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.</p> <p><b>Note:</b> Limit the biography to one single-spaced, typewritten page with 1" margins, using times new roman 12 font. This sample is very general. Ensure the biography of the nominee includes more specific information that strongly supports the nomination. Accomplishments in the following areas should be considered for inclusion: membership in organizations (including student), leadership roles, schools, and college/vocational credits.</p>
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## Attachment 5

## STATEMENT OF INTENT MEMO

Figure A5.1. Statement of Intent Memo

dd mm yy	
MEMORANDUM FOR HQ AFPC/DPSIDR	
FROM: Rank and name of nominee	
SUBJECT: Statement of Intent for the 2011 12 Outstanding Airmen of the Year (12 OAY) Award	
<p>(1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."</p> <p>(2) "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I UNDERSTAND I may be called upon by my MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."</p> <p>(3) "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."</p>	
<p>NOMINEE NAME/RANK, USAF Nominee Duty Title</p>	
<p><b>NOTE:</b> The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified.</p>	
<p><b>ENSURE MEMBER SIGNS &amp; DATES THIS STATEMENT</b></p>	



## Attachment 6

## AMN, NCO, AND SNCO PUBLIC RELEASE STATEMENT

Figure A6.1. AMN, NCO, and SNCO Public Release Statement

	dd mm yy
MEMORANDUM FOR HQ AFPC/DPSIDR	
FROM: Rank and name of nominee	
SUBJECT: Statement of Release for the 2011 12 Outstanding Airmen of the Year (12 OAY) Award	
<p>(1) "I do or do not (circle one) agree to the use of Privacy Act Information in the nomination narrative. This information may include Privacy Act Information or Personally Identifying Information (PII) found in AFI 33-332, Privacy Act Program, chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 7.3., and paragraphs 10.2.1. &amp; 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."</p> <p>(2) Disclosure statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.</p>	
NOMINEE NAME/RANK, USAF Nominee Duty Title	
ENSURE MEMBER SIGNS & DATES THIS STATEMENT	

## Attachment 7

## CGO PUBLIC RELEASE STATEMENT

Figure A7.1. CGO Public Release Statement

		dd mm yy
MEMORANDUM FOR HQ AMC/A1KKM		
FROM:	Rank/Nominee Name Nominees Unit/Office Symbol Unit Address Nominee Base/Zip Code	
SUBJECT: 2011 Company Grade Officer of the Year Award Public Release Statement		
I, _____ DO OR DO NOT (CIRCLE ONE) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFYING INFORMATION (PII) FOUND IN AFI 33-332, PRIVACY ACT PROGRAM, CHAPTER 12, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332, PARAGRAPH 7.3., AND PARAGRAPHS 10.2.1. & 10.2.2. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN NAME, RANK, AND BASE OF ASSIGNMENT.		
		NOMINEE NAME/RANK, USAF Nominee Duty Title

## Attachment 8

## FIRST SERGEANT PUBLIC RELEASE STATEMENT

Figure A8.1. First Sergeant Public Release State

dd mm yy
MEMORANDUM FOR HQ AFPC/DPSIDR
FROM: Rank and name of nominee
SUBJECT: Public Release Statement for USAF First Sergeant (1st Sgt) of the Year Award
"I do or do not (circle one) agree to the use of privacy act information in the nomination narrative. This information may include privacy act information or personally identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, disclosing records to third parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, Paragraph 7.3., and Paragraphs 10.2.1. & 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."
NOMINEE NAME/RANK, USAF Nominee Duty Title
<b>ENSURE MEMBER SIGNS &amp; DATES THIS STATEMENT</b>

## Attachment 9

## FIRST SERGEANT CITATION

Figure A9.1. First Sergeant Citation

<p style="text-align: center;">CITATION TO ACCOMPANY THE AWARD OF</p> <p style="text-align: center;">THE UNITED STATES AIR FORCE FIRST SERGEANT OF THE YEAR 2011</p> <p style="text-align: center;">TO</p> <p style="text-align: center;">SENIOR MASTER SERGEANT JOHN Q. DOE, JR.</p> <p>Senior Master Sergeant John Q. Doe, Jr., distinguished himself as First Sergeant, 123d Maintenance Squadron, 123d Airlift Wing, Jones Air Force Base, Texas, from 1 January 2011 to 31 December 2011. Transitioning squadrons at mid-year, Sergeant Doe orchestrated all personnel and discipline for both units. His perfection on 17 Article 15 actions and 14 Courts- Martials and separations, contributed to the 123d Maintenance Squadron winning the Air Force's 2005 Maintenance Effectiveness Award. His base impact in choreographing over 40 events catapulted morale and efficiency, directly contributing to the wing's 13,916 combat mobility missions, the most in Air Mobility Command strategic airlift. The distinctive accomplishments of Sergeant Doe reflect great credit upon himself and the United States Air Force.</p> <p><b>NOTE: <u>The citation needs to be prepared in landscape format.</u></b> Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50 - 70 key words (not including the opening and closing sentences) which provides specific examples of leadership and job performance, significant self-improvement, and base or community involvement.</p>
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## Attachment 10

## MILITARY AND SPOUSE CATEGORIES QUARTERLY/ANNUAL BOARD SCORE SHEET

Figure A10.1. Team Grand Forks Quarterly/Annual Board Score Sheet

**TEAM GRAND FORKS QUARTERLY/ANNUAL BOARD SCORE SHEET**

Board Category:  
Board President's Name:  
Board Member's Name:  
Board Date: *Date/Time/Location*

<i>Nominee</i>	<i>Rank-Order</i>	<i>Comments</i>
319 MSG -		
319 MEXG -		
319 WSA -		
<i>Compare only the 319 ABW winner with the TGF nominees</i>		
69 RG -		
10 SWS -		
319 ABW -		
<i>Recommended scoring scale: 60% for Leadership and Job Performance in Primary Duty; 20% for Significant Self Improvement; 20% Base or Community Involvement.</i> <i>Split Process: Ensure that ranking of all 319 ABW categories are done first, and a winner determined before moving on to the Team Grand Forks categories. Only the 319 ABW winner will be compared to the Team Grand Forks nominees.</i> <i>Rank Order: Nominee with the lowest total rank score will be ranked 1st and declared the proposed winner. <u>In the event of a tie, the board President only serves as the tiebreaker for the specific category that there is a tie.</u></i>		

## Attachment 11

# MILITARY AND SPOUSE CATEGORIES QUARTERLY/ANNUAL BOARD PRESIDENT'S TALLY SHEET

Figure A11.1. Team Grand Forks Quarterly Board President's Tally Sheet

TEAM GRAND FORKS QUARTERLY BOARD PRESIDENT'S TALLY SHEET

Board Category: \_\_\_\_\_ Category: \_\_\_\_\_  
Board President's Name: \_\_\_\_\_  
Board Date: \_\_\_\_\_ Date/Time/Location: \_\_\_\_\_

Category	319 MDG	319 MDG	319 WSA	Team GF - 4P BG	Team GF - 1P SWN	Team GF - 319 ABW
319 MDG Board Member						
319 MDG Board Member						
319 WSA Board Member						
4P BG Board Member						
1P SWN Board Member						
<b>TOTAL SCORE</b>						
<i>Of the members who met the board, this member ranks:</i>						
Is there a tie for 319 ABW?	<input type="checkbox"/> Y <input type="checkbox"/> N			Is there a tie for TGF?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Board President						
<b>TOTAL SCORE</b>						
<i>Of the members who met the board, this member ranks:</i>						

*Recommended scoring scale: 60% for Leadership and Job Performance in Primary Duty; 20% for Significant Self-Improvement; 20% Base or Community Involvement.*

*Split Process: Ensure that ranking of all 319 ABW categories are done first, and a winner determined before moving on to the Team Grand Forks categories. Only the 319 ABW winner will be compared to the Team Grand Forks nominees.*

*Rank Order: Nominee with the lowest total rank score will be ranked 1<sup>st</sup> and declared the proposed winner. In the event of a tie, the board President only serves as the tiebreaker for the specific category that there is a tie.*

Signature of Board President: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 12

## CIVILIAN NOMINATION FOR AWARD (QUARTERLY)

Figure A12.1. Civilian Nomination for Award (Quarterly)

NOMINATION FOR AWARD		
AWARD Quarterly Recognition Program	CATEGORY (If Applicable) Civilian Category I	AWARD PERIOD 1 Jan - 31 Mar 11
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-07/Jane Q. Doe	SSN (Enter Last 4 Only) 1234	MAJ/COM, FOA, OR DRU AMC
DAFSC/DUTY TITLE Current Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 362-1234 Commercial: (701) 747-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW/CCS, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB DESCRIPTION</b> In no more than six lines (including the header), describe the nominee's primary job responsibilities and duties. This section is for informational purposes only and does not count against the 10 bullet statements.</p> <p><b>NOTE: BULLET FORMAT ONLY. LIMITED TO 10 BULLET STATEMENTS BELOW.</b></p> <p><b>LEADERSHIP AND JOB PERFORMANCE (6 Bullets)</b> Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific air force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support he or she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 3-month nomination period.</p> <p><b>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS (4 Bullets)</b> Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.</p> <p><b>NOTE:</b> Justification must contain specific facts of nominee's contributions during award period only. An acronym listing may be used and aligned on the back of the AF IMT 1206.</p>		
AF IMT 1206, 20000701 VS PREVIOUS EDITION IS OBSOLETE		

## Attachment 13

## CIVILIAN NOMINATION FOR AWARD (ANNUAL)

Figure A13.1. Civilian Nomination For Award (ANNUAL)

NOMINATION FOR AWARD		
AWARD Quarterly Recognition Program	CATEGORY (If Applicable) Civilian Category I	AWARD PERIOD 1 Jan - 31 Mar 11
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-07/Jane Q. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE Current Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 362-1234 Commercial: (701) 747-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW/CCS, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB DESCRIPTION</b> In no more than six lines (including the header), describe the nominee's primary job responsibilities and duties. This section is for informational purposes only and does not count against the 10 bullet statements.</p> <p><b>NOTE: BULLET FORMAT ONLY. LIMITED TO 10 BULLET STATEMENTS BELOW.</b></p> <p><b>LEADERSHIP AND JOB PERFORMANCE (6 Bullets)</b> Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific air force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support he or she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 3-month nomination period.</p> <p><b>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS (4 Bullets)</b> Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.</p> <p><b>NOTE:</b> Justification must contain specific facts of nominee's contributions during award period only. An acronym listing may be used and aligned on the back of the AF IMT 1206.</p>		



## Attachment 14

## SPOUSE NOMINATION FOR AWARD (QUARTERLY)

Figure A14.1. Spouse Nomination for Award (Quarterly)

NOMINATION FOR AWARD		
AWARD Quarterly Recognition Program	CATEGORY (if Applicable) Spouse	AWARD PERIOD 1 Jan - 31 Mar 11
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mrs. Jane Q. Doe	SSN (Enter Last 4 Only)	MAJ/COM, FOA, OR DRU AMC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) Commercial: (701) 747-1234 (no DSN requirement)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)		
<p>This section must be completed in bullet format and is limited to 13 lines (not including headers).</p> <p><b>SIGNIFICANT CONTRIBUTIONS TO BASE/COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Detail how efficiently and effectively nominee contributed</li> <li>- Define the scope, level of responsibilities, and impact</li> <li>- Include initiatives or techniques developed by nominee that positively impacted the base and/or community</li> <li>- Show the impact of the nominee's leadership or involvement in both the military or civilian community</li> <li>- Include membership or participation in advisory councils, professional organizations, associations, and events</li> <li>- Be as specific and detailed as possible depicting number of hours dedicated along with impact and result</li> </ul> <p><b>LEADERSHIP OR OTHER ACCOMPLISHMENTS</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership or other accomplishments and the impact during award period</li> </ul> <p><b>PERSONAL SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>- Show how the nominee developed or improved skills</li> <li>- Include completion or progress of any professional education along with any recognition received</li> <li>- Highlight any other relevant activity that significantly enhanced nominee</li> </ul> <p>NOTE: Justification must contain specific facts of nominee's contributions during award period only. An acronym listing may be used and aligned on the back of the AF IMT 1206.</p>		
AF IMT 1206, 20000701 V5 PREVIOUS EDITION IS OBSOLETE		

## Attachment 15

## SPOUSE NOMINATION FOR AWARD (ANNUAL)

Figure A15.1. Spouse Nomination for Award (Annual)

NOMINATION FOR AWARD		
AWARD Annual Recognition Program		CATEGORY (If Applicable) Spouse
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mrs. Jane Q. Doe		AWARD PERIOD 1 Jan - 31 Dec 11
DIAPSC/DUTY TITLE		SSN (Enter Last 4 Only) MAJCOM, FOA, OR GRU AMC
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (should reflect squadron information for annual awards)		NOMINEE'S TELEPHONE (DSN & Commercial) Commercial: (701) 747-1234 (no DSN requirement)
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (should reflect squadron information for annual awards)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>This section must be completed in bullet format and is limited to 30 lines (not including headers).</p> <p><b>SIGNIFICANT CONTRIBUTIONS TO BASE/COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Detail how efficiently and effectively nominee contributed</li> <li>- Define the scope, level of responsibilities, and impact</li> <li>- Include initiatives or techniques developed by nominee that positively impacted the base and/or community</li> <li>- Show the impact of the nominee's leadership or involvement in both the military or civilian community</li> <li>- Include membership or participation in advisory councils, professional organizations, associations, and events</li> <li>- Be as specific and detailed as possible depicting number of hours dedicated along with impact and result</li> </ul> <p><b>LEADERSHIP OR OTHER ACCOMPLISHMENTS</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership or other accomplishments and the impact during award period</li> </ul> <p><b>PERSONAL SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>- Show how the nominee developed or improved skills</li> <li>- Include completion or progress of any professional education along with any recognition received</li> <li>- Highlight any other relevant activity that significantly enhanced nominee</li> </ul> <p>NOTE: Justification must contain specific facts of nominee's contributions during award period only. An acronym listing may be used and aligned on the back of the AF IMT 1206.</p>		

## Attachment 16

## DORM ROOM OF THE QUARTER INSPECTION SHEET

Figure A16.1. Dorm Room of the Quarter Inspection Sheet

**319 ABW "Dorm Room of the Quarter" Inspection Sheet**

DATE: \_\_\_\_\_ INDIVIDUAL'S NAME/RANK: \_\_\_\_\_


BUILDING # \_\_\_\_\_ ROOM # \_\_\_\_\_ UNIT: \_\_\_\_\_

INSPECTING FIRST SERGEANT (S): \_\_\_\_\_

**Scoring:** Mark 3 points for each block that is "Outstanding", 2 points for "Satisfactory", 1 point for "Unsatisfactory". Points will be totaled and marked in bottom Total block.

**OUTSTANDING:** Cleanliness and neatness exceeding standards, **SATISFACTORY:** Meets Standards, **UNSATISFACTORY:** Does not meet standards.

<p><b>1. ROOM AREA</b></p> <p>___ Carpet</p> <p>___ Trash can clean/empty</p> <p>___ Wall locker</p> <p>___ Furniture</p> <p>___ Beds properly made</p> <p>___ Bathroom vents</p>	<p><b>2. BATHROOM AREA</b></p> <p>___ Shower walls, floor</p> <p>___ Shower door/curtain</p> <p>___ Toilet</p> <p>___ Bathroom floor/walls/ceiling</p> <p>___ Bathroom lights clean/working</p> <p>___ Free of Clutter</p> <p>___ Trash can clean/empty</p>
<p><b>3. VANITY AREA</b></p> <p>___ Sink</p> <p>___ Mirror</p> <p>___ Vanity lights clean/working</p> <p>___ Vanity clean/free of clutter</p>	<p><b>4. KITCHEN AREA</b></p> <p>___ Kitchen counters</p> <p>___ Cabinets wiped down</p> <p>___ Kitchen sink</p> <p>___ Range/Oven</p> <p>___ Microwave</p> <p>___ Kitchen trash clean/empty</p> <p>___ Floor</p> <p>___ Kitchen/dining area walls/floors</p>
<p><b>5. ENTRANCE AREA</b></p> <p>___ Entrance door</p> <p>___ Outside window ledges</p> <p>___ Door entrance area</p> <p>___ Name tag present/serviceable</p> <p>___ Ceiling light fixture/lamps</p>	<p>___ Window seal or window blinds</p> <p>___ Room Free of boxes/bulky items</p> <p>___ Base boards</p> <p>___ Window screen</p>
<p><b>6. KITCHEN DINING AREA</b></p> <p>___ Refrigerator door seals</p> <p>___ Refrigerator (in/out cleanliness)</p>	<p>___ Walls</p> <p>___ AC/Heater vents</p>

**Total Score** 

7. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Attachment 17

## GFAFB QUARTERLY/ANNUAL VOLUNTEER RECOGNITION NOMINATION

Figure A17.1. GFAFB Quarterly/Annual Volunteer Recognition Nomination

**Grand Forks AFB**  
**Quarterly/Annual Volunteer Recognition Nomination**

SECTION I – NOMINATION FOR AWARD

1. Category (Choose one from dropdown box)  
Military Quarterly

2. Award Period  
1 Jan-31 Mar 14

SECTION II – VOLUNTEER INFORMATION

3. Volunteer Name/Rank  
Last, First MI.

4. Volunteer Email Address  
first.last@us.af.mil

5. Volunteer Phone Number  
123-456-7890

6. Sponsoring Organization  
319 FSS

7. Name of Individual Writing Award  
Last, First MI.

8. Hours Volunteered during Award Period  
Min 10 hrs for qtr & 50 for annual to be nominated

SECTION III – VOLUNTEER ACCOMPLISHMENTS

9. Specific Volunteer Accomplishments and Impact on Base and Community:

Please provide specific volunteer accomplishments in a narrative format with no more than 10 lines for quarterly award and 20 lines for annual award.

The nominees service must be performed either in the local civilian community, or the military family community, and be of a sustained and direct nature. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force. For the purpose of this award, attending membership meetings or social events of a community service group would not normally be considered qualifying service, while manning a community crisis action phone line would.

The nominee must be performing services on a voluntary basis, not as part of a tasking, and may not result in any personal gain.

Nomination packages will be graded on Significant Volunteer Accomplishment (30%), Impact on Base and Community (30%), Scope of Responsibility (20%) and Total Hours Volunteered during Award Period (20%). White space will not signify a lesser score.

**Attachment 18**  
**GFAFB VEA NOMINATION**

**Figure A18.1. GFAFB VEA Nomination**

**Grand Forks AFB**  
**Volunteer Excellence Award (VEA) Nomination**

SECTION I – NOMINATION FOR AWARD

1. Category (Fed Civilian, Family Mbr, Mil Retiree, Fed Retiree )	2. Award Year (1 Apr-31 Mar)
<input type="text" value="Federal Civilian"/>	<input type="text" value="2014"/>

SECTION II – VOLUNTEER INFORMATION

3. Volunteer Name	4. Volunteer Email Address
<input type="text" value="Last, First MI."/>	<input type="text" value="first.last@us.af.mil"/>
5. Volunteer Phone Number	6. Sponsoring Organization
<input type="text" value="123-456-7890"/>	<input type="text" value="319 ABW/CCC"/>
7. Name of Individual Writing Award	8. Hours Volunteered during Award Period
<input type="text" value="Last, First MI."/>	<input type="text" value="150"/>

SECTION III – VOLUNTEER ACCOMPLISHMENTS

9. Specific Volunteer Accomplishments:

Please provide specific volunteer accomplishments and base and community impact in a narrative format in this section only, no attachments will be considered.  
Nomination packages will be graded on Significant Volunteer Accomplishment (30%), Impact on Base and Community (30%), Scope of Responsibility (20%) and Total Hours Volunteered during Award Period (20%). White space will not signify a lesser score.

Award Description: The VEA was established to recognize federal civilians, family members, military retirees and federal retirees who perform outstanding volunteer community service of a sustained, direct and consequential nature.

Award Eligibility: See AFI 36-3009 Attachment 3 for specific eligibility requirements.

Writing the Nomination: Nominations will be in this format only (front only). Direct, fact-filled, results-oriented nominations are preferred. The nomination will emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. Some suggestions for consideration are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators will be specific when giving the time frame of the accomplishment.

## Attachment 19

# GFAFB QUARTERLY/ANNUAL VOLUNTEER RECOGNITION BOARD SCORING SUMMARY

Figure A19.1. GFAFB Quarterly/Annual Volunteer Recognition Board Scoring Summary

**Grand Forks AFB**  
**Quarterly/Annual Volunteer Recognition Board**  
**Scoring Summary**

**SECTION I – AWARD**  
 1. Category (Choose one from dropdown box)  
  
 2. Board Date  
  
 3. Quarter/Period of Consideration

**SECTION II – BOARD MEMBER INFORMATION**  
 4. Board President  
  
 5. Board Member 1  
  
 6. Board Member 2  
  
 7. Board Member 3

**SECTION III – BOARD SCORING**  
 8. Volunteer Award Grading Criteria:  
 Nomination packages will be graded on Significant Volunteer Accomplishment (30%), Impact on Base and Community (30%), Scope of Responsibility (20%) and Total Hours Volunteered (20%). White space will not signify a lesser score.

	Board Member 1					Board Member 2					Board Member 3					Board President						
	Significant Volunteer Accomplishment	Impact on Base and Community	Scope of Responsibility	Total Hours Volunteered	Total Score	Significant Volunteer Accomplishment	Impact on Base and Community	Scope of Responsibility	Total Hours Volunteered	Total Score	Significant Volunteer Accomplishment	Impact on Base and Community	Scope of Responsibility	Total Hours Volunteered	Total Score	Significant Volunteer Accomplishment	Impact on Base and Community	Scope of Responsibility	Total Hours Volunteered	Total Score	Board President Rank	Overall Rank
Max Score	30	30	20	20	100	30	30	20	20	100	30	30	20	20	100	30	30	20	20	100		
Award Nominees																						

**SECTION IV – BOARD RESULTS**  
 9. Volunteer Award Winner (Quarter/Annual)  
  
 10. VEA Award Winners  
  
  
  
 11. Board President Last, First MI.  
  
 12. Board President Signature  
  
 13. Date Signed